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**MINUTES FOR A SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION
HELD AT 6:00 P.M., THURSDAY EVENING, SEPTEMBER 23, 2004
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA - 2nd FLOOR**

MEMBERS PRESENT: Ellis, William J.
Graham, Elijah
Harris, Alvin Sr.
Martinez, Ramy
Peña, Andrew
Ruck, Lance
Schwartz, Elma
Sutherland, Ken

MEMBERS ABSENT: Berube, Paul

ALSO PRESENT: Bond, Terry - C.S.C. Secretary
Brey-Casiano, Carol - Library
Buenning, Rosy - C.S.C. Recorder
Burman, Steve - Human Resources
Carbajal, Jose
Carranza, Charlie
Castillo, Norma
Cuellar, Lupe - Deputy City Attorney
Delgado, Frank – City Employees' Association
Dominguez, Ricardo – MPO
Duran, Joseph
Fargo, Peter – Human Resources
Guzman, Luis E. Jr.
Harbour, Cori – City Employees' Association Rep.
Holguin, Minnie – Human Resources
Kutz, Harold D.
Lozano, Mark
Maldonado, Michael
Mueller, Paul - Human Resources
Peña, Armando - Human Resources
Saenz, Elena
Sanchez, Ana - Human Resources
Sarabia, Guillermina
Sherman, Carol
Sienkiewicz, Jim - Human Resources
Surface, Chief Steven – Fire Dept.
Van Beek, Diana
Young, Joseph

The meeting convened at 6:05 p.m. with a quorum of 8 Commissioners present and Chair Ruck presiding.

Ms. Bond requested that Items 3N and 3V be corrected to reflect that those employees work for the Police Department. Items 5A, 6 and 8B are to be deleted.

Commissioner Harris requested that Item 17C be addressed in Executive Session to receive legal advice.

Commissioner Ellis requested Items 2A, 2C, 8C and 12B be moved to the Regular Agenda.

MOTION TO APPROVE THE CONSENT AGENDA WITH THE MODIFICATIONS MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

Items 2A, 2C, 8C and 12B were addressed at the beginning of the Regular Agenda.

CONSENT AGENDA

1. Discussion and Action on Approval of Minutes:

- A. August 26, 2004 (Tabled 09/09/04)
- B. September 9, 2004

2. Discussion and Action on Approval of Contracts:

- A. Personal Services Contract with Thomas M. Doyle to perform the duties of Grants Coordinator from October 22, 2004 through October 21, 2005, for Financial & Administrative Services.

This item was addressed at the beginning of the Regular Agenda.

Commissioner Ellis commented that someone from the department should be present to answer questions and said he would like to table the item until someone from the department is present.

Chair Ruck asked Ms. Bond if she could tell him how many grant writers the City had and how many were contract and how many were classified.

Ms. Bond said she couldn't without a report.

Chair Ruck asked her if she would provide that report at the next meeting.

Ms. Bond said yes, for a grant writer.

Frank Delgado, Representative for the City Employees' Association, said he has worked with Mr. Doyle and has found him to be an excellent administrator. He requested that the report that Ms. Bond was going to provide include salaries for the classified grant writers and the contract grant writers to see if there is any disparity in the amount of compensation they are getting.

MOTION TO TABLE ITEM 2A MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM AND PASSED BY A VOTE OF 4 TO 3.

Ayes: Commissioners Graham, Martinez, Harris, Ellis

Nays: Commissioners Peña, Sutherland, Schwartz

- B. Interlocal Agreement by and between the City of El Paso ("City"), as the fiscal agent to the Metropolitan Planning Organization for the El Paso Urban Transportation Study Area, and the University of Texas at El Paso ("UTEP"), for a project entitled "EPMPO Microsimulation Model Improvements." The contract period is from September 30, 2004, through September 30, 2005, at a total contract cost not to exceed \$149,446.00.
- C. Three (3) Employment Services Contracts for Parks & Recreation:
 - 1. Delgado, Arcelia – Daycare Assistant Instructor
 - 2. Hussain, Irum – Daycare Assistant Instructor
 - 3. Rivas, Laura – Daycare Assistant Instructor

This item was addressed at the beginning of the Regular Agenda.

Commissioner Ellis inquired on the fringe benefits for these contractors.

Pete Dunavant, Representative for the Parks & Recreation Department, stated these positions were part time positions, these employees will be called when additional backup is required.

MOTION TO APPROVE ITEM 2C MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

3. Discussion and Action on Approval of Applications for Outside Employment:

A.	Alvillar-Adrian-Police	R.	Macias-Vicente-Police
B.	Arias-Fred Jr.-Police	S.	Medrano-Raul-Police
C.	Avalos-Jaime A.-Police	T.	Mendoza-Elizabeth-Zoo
D.	Batson-James-Police	U.	Nanos-Harry-Police
E.	Candia-Jorge I.-Police	V.	Portillo-Antonio-Parks & Recreation Police
F.	Chavez-Robert-Police	W.	Ratliff-Jose L.-Police
G.	Cisneros-Adrian R.-Police	X.	Reveles-Jose Jr.-Police
H.	Dove-Jeffery K.-Police	Y.	Rey-George-Police
I.	Espinosa-John-Fire	Z.	Rucobo-Raymond-Police
J.	Guerrero-Yvette M.-Police	AA.	Saiz-Louis-Police
K.	Hernandez-Ignacio-Police	BB.	Sanchez-Graciela C.-Library
L.	Hettiger-Ron-Police	CC.	Schmidt-Steven-Police
M.	Hisa-Patrick-Police	DD.	Soto-Guillermo-Police
N.	Jimenez-David-Parks & Recreation Police	EE.	Terrazas-Jonathan A.-Police
O.	Jimenez-Ivonne R.-Library	FF.	Torres-Marcos-Police
P.	Jones-Matthew L.-Police	GG.	Wall-Jeffrey A.-Police
Q.	Kaiser-Michael A.-Municipal Court	HH.	Warling-Wade A.-Fire

4. Notice of Promulgation of Eligible Lists:

A.	Building Maintenance Supervisor (P-13)
B.	Coach Mechanic II (P-4)(CR-1)(O-1)
C.	Fire Captain (P-29)
D.	Grant Technician (P-2)(O-4)
E.	Library Information Supervisor (P-11)(O-1)

5. Discussion and Action on Approval of Classification Actions:

NEW JOB CLASS/REVISED JOB CLASS/REVISED JOB CLASS & GRADE;REVISED JOB CLASS, TITLE & GRADE

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
A.	PROPOSED: Legal Secretary	1831	GS 20
B.	CURRENT: Accountant I	5217	PM 72
	PROPOSED: Same	Same	Same

6. Approve placement of incumbents into reclassified positions, in accordance with Rule 4, Section 4 and Rule 11, Section 9 and Personnel Department's recommendation:

TITLE	CODE	GRADE
OFFICIAL: Secretary III	1823	GS 19
PROPOSED: Legal Secretary	1831	GS 20
A. Alvarez, Beatriz		
B. Brown, Debbie J.		

- C. Garcia, Veronica
- D. Lozada, Dorothy G.
- E. Murphy, Kathryn A.
- F. Reyes, Lourdes
- G. Sandberg, Nancy C.
- H. Weide, Cynthia

7. For Notation: Request to have appeal heard by Arbitrator:

Ortiz, Luis – Suspension – Police Dept. (CP04-122)

8. Discussion and Action on request to have name placed on Transfer list:

- A. Alvarez, Ernesto – Clerk Typist III – Street Department
- B. Anaya, Helen M. – Clerk Typist III – Police Department
- C. Duarte, Javier – Engineering Technician III – Engineering

This item was addressed at the beginning of the Regular Agenda.

Commissioner Ellis said his concerns could go unaddressed since there was nobody present to answer his questions.

MOTION TO APPROVE ITEM 8C MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

- D. Rodriguez, Jose T. – Laborer - El Paso Water Utilities

9. Discussion and Action on Request to have name placed on Reinstatement List:

Carranza, Charlie – Coach Operator – Mass Transit

10. Discussion and Action on Approval of Merit increases in accordance with C.S.C. Guidelines:

- A. Planning, Res. & Dev. – Spencer, Nancy – Secretary I
- B. Tax Office – Gomez, Hortencia – Customer Accounts Tax Clerk II

11. Discussion and Action on Request for Temporary Promotion:

- A. Jasso, Francisco – Parks & Recreation
From: Laborer
To: Trades Helper
- B. Martinez, Salvador – Parks & Recreation
From: Automotive Shop Helper
To: Groundskeeping Equipment Mechanic
- C. Johnson, Jerome – Police Dept. (Extension)
From: Police Lieutenant
To: Police Captain
- D. Mc Bain, George – Police Dept.
From: Police Lieutenant
To: Police Captain

12. Discussion and Action on Request to Work Employee Out of Classification:

- A. Sepulveda, Ricardo – Street Department (Extension)
Current: Equipment Operator III
Proposed: Street Operations Supervisor

- B. Tepsick, Jeffrey J. – Parks & Recreation
Current: Accountant I
Proposed: Accountant II

This item was addressed at the beginning of the Regular Agenda.

Commissioner Ellis believed this should be a temporary promotion instead of a working-out-of-class request. This employee is actually taking on a supervisory role and under this scheme he would not be getting greater pay.

Mr. Dunavant believed the reason they couldn't do that was because the department needed to have the position budgeted, which they didn't. He advised that they are trying to get the position upgraded. Mr. Tepsick was one of the transferred positions which occurred with the 2005 budget, therefore he just began to be on their payroll.

Commissioner Schwartz asked if there was no Accountant I in Parks & Recreation because that was the job Mr. Tepsick was doing.

Mr. Dunavant said yes, Mr. Tepsick.

Ana Sanchez, Human Resources, stated that the supervision wasn't the basis for recommending that he be worked out-of-specs because his present job duties include supervision. The independent judgment and discretion that the position is now performing at, which involves internal control procedures and more problem solving was the basis.

MOTION TO APPROVE ITEM 12B MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER PEÑA AND PASSED BY A VOTE OF 6 TO 1.

Ayes: Commissioners Peña, Graham, Martinez, Sutherland, Schwartz, Harris
Nays: Commissioner Ellis

13. Discussion and Action on Approval of Hearing Officer's Invoice:

- A. Palafox, Patricia L. – Dated 09/07/04 – July 2004
B. Palafox, Patricia L. – Dated 09/07/04 – August 2004
C. Ponder, Bruce – Dated 09/14/04 – August 2004

14. Discussion and Action on Request for Extension of Eligible Lists for an additional six months:

EPWU Plant Technician I – Extended through 04/11/05

REGULAR AGENDA

15. Discussion and Action on Rule 14.7 – Efficiency Ratings – Appeals.

Chair Ruck advised that they had inadvertently left out a key sentence from the language in the action that they had taken the last time. The language was added to section a. and reads "Any appeal must be made to the commission within ten working days after the employee has had final review on the rating with his or her department head, or person designated in Section 2."

MOTION TO AMEND ORDINANCE 8065, RULE 14, SECTION 7, TO INCLUDE THE ABOVE NOTED SENTENCE THAT WAS INADVERTENTLY LEFT OUT MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

Item 19 was addressed here.

16. Discussion and Action on Appeal of Disqualification to take Examination in accordance with C.S.C. Rule 9.1.c.:

McAuley, Shaun – Certified Firefighter Trainee

Mr. McAuley was present. Chair Ruck read the specifics of Mr. McAuley's disqualification. Mr. McAuley said that between the last time that he took the test and now he gained his EMT certification.

Chief Surface stated they supported the appeal.

MOTION TO APPROVE ITEM 16 MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

17. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.:

A. Mares, Ruben III – Automotive Service Worker II

Mr. Mares was present. Chair Ruck read the specifics of Mr. Mares' disqualification. Mr. Mares stated he attended the Center for Career Technology where he studied for 2 years and where he got the theory and hands-on experience.

Minnie Holguin stated that Mr. Mares was not given credit for the experience because Human Resources required continuing education credits which Mr. Mares did not possess.

Discussion.

MOTION TO APPROVE ITEM 17A MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM BUT FAILED BY A VOTE OF 5 TO 2.

Ayes: Commissioners Graham, Ellis

Nays: Commissioners Peña, Martinez, Sutherland, Schwartz, Harris

Ms. Bond commented that Mr. Mares' experience was part of his curriculum from high school. This experience was part of his school schedule.

Mr. Arturo Martinez, appellant under Item 18K, spoke on behalf of Mr. Mares and stated that he went to Community College for automotive service. He stated that after he studied and graduated he applied to all the car lot dealers and was never hired. As far as experience, the school needs to find people like Mr. Mares a business where they can obtain experience because everyone requires the experience.

MOTION TO DENY ITEM 17A MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER HARRIS AND PASSED BY A VOTE OF 5 TO 2.

Ayes: Commissioners Peña, Martinez, Sutherland, Schwartz, Harris

Nays: Commissioners Graham, Ellis

B. Young, Joseph – Automotive Service Worker II

Mr. Young was present. Chair Ruck read the specifics of Mr. Young's disqualification. Mr. Young presented the Commission with a packet which he reviewed. This packet contained documentation reference Mr. Young's past experience and recommendations. Mr. Young stated he was currently a temporary employee with the El Paso Water Utilities. Mr. Young detailed all of his experience.

Discussion.

MOTION TO APPROVE ITEM 17B MADE BY COMMISSIONER GRAHAM, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

MOTION TO ADJOURN TO EXECUTIVE SESSION MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

The Commission retired into Executive Session at 7:18 p.m. to discuss Item 17C and Item 18, and reconvened for Open Session at 9:03 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR SESSION MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

C. Hodge, Ronald K. – Certified Firefighter Trainee

Mr. Hodge was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 17C MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

18. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rules and Regulations:

A. Young, Joseph – Automotive Service Worker II (Ord. 8064, 5.1.b)

Mr. Young was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18A MADE BY COMMISSIONER GRAHAM, SECONDED BY COMMISSIONER SUTHERLAND AND UNANIMOUSLY PASSED.

B. *Item Not Used*

C. Carbajal, Jose B. – Coach Operator Trainee (Rule 25.2.f)

Mr. Carbajal was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO DENY ITEM 18C MADE BY COMMISSIONER PEÑA BUT DIED FOR LACK OF A SECOND.

MOTION TO APPROVE ITEM 18C MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

Ayes: Commissioners Graham, Martinez, Sutherland, Schwartz

Nays: Commissioners Peña, Harris, Ellis

D. Carrillo, Gabriel – Coach Operator Trainee (8.1.d.4.)

Mr. Carrillo was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18D MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER SCHWARTZ AND PASSED BY A VOTE OF 6 TO 1.

Ayes: Commissioners Graham, Martinez, Sutherland, Schwartz, Harris, Ellis

Nay: Commissioner Peña

E. Castillo, Raymundo – Coach Operator Trainee (Ord. 8064, 5.1.b.)

Mr. Castillo was not present. The matter was discussed in Executive Session. The following action was

taken in Open Session.

MOTION TO DENY ITEM 18E MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER PEÑA AND UNANIMOUSLY PASSED.

F. Duran, Joseph – Coach Operator Trainee (8.1.d.4.)

Mr. Duran was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18F MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER SUTHERLAND AND UNANIMOUSLY PASSED.

G. Garcia-Reid, Martha – Coach Operator Trainee (8.1.d.4)

Ms. Garcia-Reid was not present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18G MADE BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER MARTINEZ AND PASSED BY A VOTE OF 6 WITH 1 ABSTENTION.

Ayes: Commissioners Peña, Graham, Martinez, Schwartz, Harris, Ellis

Abstain: Commissioner Sutherland

H. Licon, Sylvia – Coach Operator Trainee (Ord. 8064, 5.1.b.)

Ms. Licon was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18H MADE BY COMMISSIONER PEÑA, SECONDED BY COMMISSIONER GRAHAM AND PASSED BY A VOTE OF 4 TO 3.

Ayes: Commissioners Commissioners Peña, Graham, Martinez, Harris

Nays: Commissioners Commissioners Sutherland, Schwartz, Ellis

I. Lozano, Marcos – Coach Operator Trainee (8.1.d.4.)

Mr. Lozano was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18I MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

J. Maldonado, Michael – Coach Operator Trainee (Ord. 8064, 5.1.b.)

Mr. Maldonado was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18J MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

K. Martinez, Arturo – Coach Operator Trainee (Ord. 8064, 5.1.b.)

Mr. Martinez was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18K MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER SCHWARTZ AND UNANIMOUSLY PASSED.

L. Ramirez, Jose F. – Coach Operator Trainee (8.1.d.4.)

Mr. Ramirez was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18L MADE BY COMMISSIONER SUTHERLAND, SECONDED BY COMMISSIONER SCHWARTZ AND PASSED BY A VOTE OF 6 TO 1.

Ayes: Commissioners Peña, Graham, Martinez, Sutherland, Schwartz, Harris
Nay: Commissioner Ellis

M. Saldivar, Dante – Coach Operator Trainee (Rule 25.2.f.)

Mr. Saldivar was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18M MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

N. Saldivar, Dante – Coach Operator Trainee (Ord. 8064, 5.1.b.)

Mr. Saldivar was present. The matter was discussed in Executive Session. The following action was taken in Open Session.

MOTION TO APPROVE ITEM 18N MADE BY COMMISSIONER MARTINEZ, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

19. Discussion and Action regarding pending City Layoffs.

This item was addressed after voting on Item 15.

Chair Ruck advised that he had received an email from Ms. Cam Schafer and read it into the record as follows: "Just wanted to let you know that I received my new assignment last Wednesday, Sept. 15th. After 2 ½ months of agony the wait was finally over. Rosy mentioned that you were going to discuss the layoffs again tonight at your meeting. I would like to be there but will be unable to attend. I do hope that you will continue to follow through to make sure that all affected employees are treated fairly and with respect. I believe that is the biggest concern I have as it seems a though Administration has no regard for the emotional trauma that many of us have suffered over the last 2 ½ months. FYI just so you know, my new assignment is a blessing for me. I no longer have to drive the freeway and I am only 5.3 miles from my home. I have died and gone to heaven. Sincerely, Cam Schafer"

Chair Ruck stated that right before the meeting Ms. Bond had given him a copy of the employee notices so he hadn't had a chance to review them.

Elena Saenz stated she was one of the affected employees. She was concerned with an offer that was given to her. She said that she was initially told she would have to bump someone in her same class grade. She said she was later told she would be underfilling a GS 17 Personnel and Payroll Clerk position, a GS17 grade in Human Resources, even though her present position is Personnel and Accounting Clerk, a GS 15 grade. Ms. Saenz detailed all the discussions she had with Armando Peña of Human Resources. She asked the Commission if it was allowable under the Charter to be placed in a higher position.

Armando Peña explained that everything that was said by Ms. Saenz was basically correct and the procedures and rules are being followed.

Ms. Bond said that there is a position in Human Resources where they would like to place Ms. Saenz. She said she clarified with the section supervisor in HR that Ms. Saenz would be working in that position but she would not be performing duties out of her specification.

Commissioner Peña asked if they enacted the procedure for layoffs.

Ms. Bond responded that they had enacted procedures for abolishment of positions since there nobody was going to be laid off.

Commissioner Ellis asked Ms. Bond about the one person who was going to be laid off.

Ms. Bond said she believed it would need to be addressed in Executive Session.

Deputy City Attorney Lupe Cuellar said because of the sensitive nature of the situation, the Commission would probably need to be given some backup on that individual and addressed in Executive Session because it was a personnel matter.

Commissioner Ellis asked what underfill meant and if there would be an implication of working the employee out-of-class.

Ms. Bond said it meant that the department had a position budgeted at one level but they were choosing to fill it with a lower level. Some functions would be reassigned so that the GS 15 employee wouldn't be doing GS 17 duties.

MOTION TO ADJOURN TO EXECUTIVE SESSION MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

The Commission retired into Executive Session at 6:36 p.m. to discuss Item 19, and reconvened for Open Session at 6:43 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR SESSION MADE BY COMMISSIONER MARTINEZ, SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

Chair Ruck asked what the status was with all the employees who were going to be abolished or laid off.

Ms. Bond said there were two employees, Ms. Saenz being one of them because she hasn't signed the documentation. The other employee is waiting for a Department Head to return so that he could talk to him about the possible job he was offered.

Ms. Saenz said that since the charter stated that the employees should be placed in a position at or below their grade level, and Human Resources wanted to place her in a higher level position, she wondered if she would have to test for the position.

Ms. Bond said no, she would fill the position.

Ms. Saenz then asked if she could write HR a letter telling them what position she would be interested in if she didn't accept this one.

Ms. Bond said no. If she didn't accept this position then HR would have to go through the bumping process and she would replace someone with less seniority than herself.

Commissioner Sutherland asked if Ms. Saenz would be on probation when she accepts a position.

Ms. Bond said no.

Ms. Saenz asked if the bumped person would be offered another job also.

Ms. Bond said yes.

Cori Harbour advised the Commission that she didn't have access to the backup because the City's website only had the agenda, no backup.

Chair Ruck advised that employees who have access to the City portal had access to the attachments also. The general public will not have access to the attachments.

Commissioner Peña asked if there would be a problem allowing the public access to attachments.

Deputy City Attorney Lupe Cuellar said legally there wouldn't be a problem. She was only concerned that sensitive and confidential information be taken out. She didn't know if this would involve a policy decision or whether or not there was a technical problem with this. She stated that she didn't make the decision whether or not to make the attachments accessible to the general public.

Chair Ruck stated that City Council attachments were available to the public and didn't see any reason why the public couldn't have access to Civil Service Commission attachments.

Commissioner Ellis agreed that the general public should have access to the general attachments, however, the sensitive attachments should only be accessible to the Commissioners.

Chair Ruck said he would contact Mr. Montoya from Information Technology and if his answer wasn't satisfactory then an item would be placed on the next agenda for discussion.

Commissioner Peña said that his initial request was that it be accessible to the public.

Chair Ruck also said that he was told that the Commission would have their laptops, he just didn't know exactly when. He also advised that this item would remain on the agenda.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, A MOTION TO ADJOURN WAS MADE BY COMMISSIONER ELLIS, SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

THE MEETING ADJOURNED AT 9:08 P.M.



LANCE RUCK, C.S.C. CHAIR



TERRY BOND, C.S.C. SECRETARY



DATE APPROVED